POSITION DETAILS:

Position Title:	**Head of Computer Science**
Reports to:	**Senior Leadership**
Division:	**Middle Managers - Academic**
Salary Scale:	**MLA 1**
Teaching commitment:	**60 %**

JOB PURPOSE

To lead the Computer Science department in alignment with the UAE and BSO Inspection Frameworks to:

- Ensure that targets set out within the annual School Improvement Plan (SIP) are achieved.
- Model outstanding teaching and learning to ensure students make progress and attain their Cat4 indicators.
- Develop a curriculum that is planned creatively to ensure that students develop their knowledge and skills through each key stage.
- Develop a curriculum that is adapted to meet the individual needs of all groups of students.
- Lead teaching and learning within the department.
- Support continuous school improvement processes within the department.
- Lead and manage the department to ensure students are at the centre of every decision.
- Ensure outstanding student attendance.
- Ensure the communication in the department, within the school and externally is of an excellent standard with all stakeholders.
- Ensure a high uptake in Grades 9 and 10 for Computer Science IGCSE as a subject option.
- Ensure a high uptake in Grades 11 & 12 for Computer Science A-Level and international Baccalaureate Diploma subject option.
- Manage all internal and external examinations including exam entries.
- Monitor the performance, attendance and punctuality of all staff.

RESPONSIBILITIES:

Teaching and Learning

- Ensure that teaching and learning incorporates modern pedagogy.
- Ensure a high quality of teaching and learning across the department.
- Ensure high standards of student attainment and progress by leading and managing improvement in assessment, teaching and learning in the department.
- Ensure all lessons follow the RAK- ISK expectations.
- Ensure all curriculum documents are annually reviewed and the schemes of learning and lessons are revised across all key stages.
- Ensure all the learning environments meet the Academy standards.
- Share good practice across the department.
- Ensure that all curriculum resources are organised and maintained on the ISK drive.
- Lead and manage all CPD sessions in the department.
- Oversee the quality assurance of Computer science IGCSE.
- Oversee the quality assurance and assessment of Computer Science A-Level and International Baccalaureate Diploma courses.
- Ensure the examination specifications are covered as specified in the curriculum documents.
- Ensure that staff keep up to date with all the exam board specification and assessment requirements.
- Address student concerns and provide revision packs and support material as required.

RESPONSIBILITIES:

Academic Standards

- Lead and record accurate minutes for all department meetings.
- Embed clear quality assurance procedures with regards to marking, feedback and assessments.
- Ensure all formative and summative assessments are of a high standard and support student progress and attainment.
- Ensure student data for all data captures is moderated and accurate.
- Monitor the progress of students in all Grades within the department and implement clear intervention strategies for underachieving students.
- Provide reports and attend outturn meetings with the Senior Leadership Team as and when required.
- Ensure the Department Action Plan is written in consultation with the department and is in line with the School Development Plan.
- Establish and maintain a working climate which is inclusive, safe and secure for both staff and students.
- Ensure that all department resources are costed, monitored, distributed and used effectively.
- Ensure all staff participate fully in the Performance Management review process.
- Address any underperformance of staff through coaching, monitoring and support of staff.
- Ensure every member of staff adhere to the Academy's Policies.

Other Professional Requirements

- Promote and support the ethos of the school.
- Attend and participate in all school meetings and CPD events.
- Take an active part in the life of the school and Academy.
- Attend Parent Evenings as required.
- Communicate regularly and positively with all parents.
- Participate in whole school celebrations and events across the academies as directed.
- Contribute to the marketing of the school and the whole academy.
- Have excellent attendance and punctuality records.
- Adhere to the Academy's code of professional standards.
- Adhere to the Academy's Policies.
- Manage the department's finances efficiently.
- Ensure high standards of Health and Safety within the department.
- Any other reasonable requests as directed by the Head of School.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications

Essential
- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

Professional Qualifications

Desirable
- National Professional Qualification Leading Teaching (NPQLT)
- National Professional Qualification Middle Leadership (NPQML)

Experience

- Minimum of 2 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:	External:
• Head of School	• Executive Principal
• Deputy Head of School	• Education Office

COMMUNICATION & WORKING RELATIONSHIPS:	
• Assistant Head Teacher • Heads of Department • Assistant Head of Department • Progress Leaders	• People Services • Parents • Ministry of Education

VERSION CONTROL:		
Prepared by	Head of School, ISK	Date: 22.11.2021
Updated by		Date